

~~CONFIDENTIAL~~

FILED

RETURN TO

RECORDS MANAGEMENT DIVISION

12 April 1955

MEMORANDUM FOR THE RECORD

SUBJECT: Reports Management - DD/S Area

1. On 8 April 1955 I discussed with [ ] in the Office of the DD/S a reports management program for the entire DD/S area. I left with [ ] the attached material consisting of a proposed memorandum from the DD/S to each one of his principal office heads, proposing an inventory of recurring reports and material which would assist these offices in establishing and maintaining a reports management program. [ ] proposed to review this material and let me know if he felt this was a proper way to proceed in order to accomplish what the DD/S has in mind.

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2. We discussed in detail present weekly activity reports. [ ] did not feel that a majority of those being presented to the DD/S were valuable. We reviewed together a number of such reports. Most of them appeared not to contain any significant management data. [ ] felt that if these weekly activity reports are being prepared exclusively for the use of the DD/S, then they should possibly be discontinued. On the other hand, he felt that if they were of some value to the operating offices and the one submitted to the DD/S is a by-product of those that would be prepared by the office anyhow, then the weekly activity reports should be continued.

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3. [ ] advised me that, in lieu of the group staff meeting that the DD/S formerly held, he now has individual meetings with his office heads. I suggested, therefore, that perhaps the frequency of the activity reports could be changed to bi-weekly rather than weekly and, in that way, the DD/S could be currently informed of significant activities in his area by the individual meetings with his office heads and the bi-weekly submission of the written activity reports. This would reduce by 50% the time and cost of preparing activity reports. [ ] felt this was a good idea and would consider it.

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4. He is still interested in the cost of weekly activity reports. I told him that we had been unable to collect cost data because the office heads do not have this information readily available and felt that it would take considerable time to prepare it. I advised him of the reports management program currently in process in the Office of the Comptroller and told him that as soon as information was available, we would notify him of the cost of not only the activity report but other reports which are prepared for the DD/S directly or submitted to him as copies of other basic reports prepared by the Comptroller for other offices.

5. [ ] is to advise me when he is ready to proceed with reconsideration of this matter.

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Attachment

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